



Medical College of Georgia Payroll Direct Deposit Action Request

Sign up today for automatic deposit of your paycheck and soon you can experience the benefits of direct deposit such as not having to wait or stand in line at the bank to deposit your check, no chance of your check being lost or stolen, your net pay will be deposited into your account while you are on vacation or on sick leave and some banks even offer free checking with direct deposit. Your net pay will be available in you account on the morning of payday and you will receive a direct deposit statement through your department. If you are paid biweekly, your payday is every other Friday. If you are paid monthly, your payday is the last working day of each month. Please complete one of the sections below:

Please **BEGIN** direct deposit of my paycheck. I am on the biweekly monthly payroll. (Check one)
Please complete the information below:

Name of Banking Institution

City/State where account was opened

Bank's routing number

Your Account number

Checking or Savings Account

Signature

Social Security Number

Date

Please **CHANGE** my current direct deposit status. I am changing banks and/or account numbers. I am on the
 biweekly monthly payroll. (Check one) Please complete the information below:

Name of Banking Institution

City/State where account was opened

Bank's routing number

Your Account number

Checking or Savings Account

Signature

Social Security Number

Date

Please **STOP** direct deposit of my pay until further notice. I am on the biweekly monthly payroll. (Check one)
Please sign below:

Signature

Social Security Number

Date

**TO BEGIN OR CHANGE DIRECT DEPOSIT TO YOUR CHECKING ACCOUNT
YOU MUST ATTACH A VOIDED CHECK FROM YOUR ACCOUNT TO THIS FORM**